



STATE DEPARTMENT OF EDUCATION

P.O. BOX 83720
BOISE, IDAHO 83720-0027

TOM LUNA
STATE SUPERINTENDENT
PUBLIC INSTRUCTION

November 13, 2014

To: School District Superintendents
School District Test Coordinators

From: Assessment and Accountability Division

Re: Spring 2014 Participation Appeals

Spring 2014 Participation Appeals window November 17, 2014 – December 5, 2014

No appeals will be accepted after 5:00 pm (MST) on December 5, 2014. There will be no exceptions to this deadline as our federal reporting is contingent upon the timely completion of appeals.

Appeals are submitted at the school level via the ISEE Portal. Depending on the permission level at each school, the *District Admin Tool User* will need to provision school or district staff accordingly.

District Level User Role

- Superintendent Role
- Business Manager Role
- AYP Test Coordinator Role
- Curriculum Director Role

School Level User Role

- Principal Role
- Counselor Role

Please contact SDE support for assistance on assigning the proper user role, support@sde.idaho.gov.

Approvable Appeals

Corrected with a new ISEE May, June, or Cumulative upload ONLY!

- Student enrollment dates Foreign Exchange Students
- Student demographic information including program enrollment
- Remove from 11th grade Alt.

Corrected within the application by uploading supporting documentation.

- Medical Excuse
- Extenuating Circumstance (*i.e. death in the family, house caught on fire, etc.*)

Appeals can only be submitted once (1x). As soon as the appeal has been submitted and approved or denied, by SDE staff, your appeal is complete. You will not be able to go back into the application and upload additional documentation. We highly encourage you to verify and certify all information and documentation is accurate before submitting.

[Click here](#) to access the Participation Appeals Site. (*Explicit instructions will be available on the Appeals site.*)

Thank you,

Stephanie Lee
Assessment Specialist

Karlynn Laraway
NAEP Coordinator